

Retention and Classification Report

Agency: Department of Agriculture and Food. Division of Animal Industry.
Fish Health Policy Board (2800)
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Records Officer Sue Munteer

27677 Aquaculture certificates
27666 Fee fishing files
27678 *Microscope slides of fish disease

AGENCY: Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board

SERIES: 27677

3

TITLE: Aquaculture certificates

DATES: 1994-

ARRANGEMENT: Alphabetical by name of vendor

DESCRIPTION:

The certificates are receipts for the sale of aquaculture. Information includes the names and addresses of buyers and sellers, GPS coordinates of the place where the aquaculture was delivered, and weight and other details about the species delivered.

RETENTION:

Retain 8 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board

SERIES: 27666

3

TITLE: Fee fishing files

DATES: 1994-

ARRANGEMENT: Alphabetical by pond or owner's name

DESCRIPTION:

These files document the licensing of fishing where pond owners collect a fee for fishing in the pond. The files contain fee fishing applications, licenses, correspondence between pond owners and the Division of Fish Health, and any other records that relate to specific pond owners and the licensing process.

RETENTION:

Retain 8 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2011

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years after expiration of fee fishing license and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Division of Animal Industry. Fish Health Policy Board

SERIES: 27678

3

TITLE: Microscope slides of fish disease

DATES: 1994-2004.

ARRANGEMENT: Numerical

DESCRIPTION:

These slides contains microscopic images of diseases in aquaculture. The photographs were used to study the source and and spread of disease.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2011

FORMAT MANAGEMENT:

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Slides: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative